

**U.S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, DC 20250**

**SECRETARY'S MEMORANDUM 1076-036
August 14, 2020**

Realignment of the Office of the Executive Secretariat

1. PURPOSE

This Memorandum realigns the Office of the Executive Secretariat (OES) and Secretarial Correspondence Management function from the Departmental Administration mission area to the Immediate Office of the Secretary. It transfers the Departmental Directives and Forms Programs functions currently assigned to OES to the Office of Budget and Program Analysis (OBPA). It also transfers the Departmental Records Management Program function currently assigned to OES to the Office of the General Counsel (OGC).

2. AUTHORITY

This Memorandum uses the authority of the Secretary to reorganize the Department under Section 4(a) of *Reorganization Plan No. 2 of 1953* (5 U.S.C. App.; 7 U.S.C. 2201 note).

3. ACTIONS ORDERED

- a. This Memorandum realigns both the Office of the Executive Secretariat (OES) and the Director of OES from the Departmental Administration mission area, under the supervision of the Assistant Secretary for Administration (ASA), to the Immediate Office of the Secretary. In the Immediate Office of the Secretary, the Director of OES will continue to exercise responsibility for Secretarial Correspondence Management and perform the support functions for the Office of the Secretary currently delegated to the Director of OES through the ASA. Accordingly:
 - (1) The delegations of authority of the ASA at 7 CFR § 2.24(a)(10) related to Secretarial Correspondence are revoked.
 - (2) Because the Secretarial Correspondence Management function and the administrative, editorial, and project management support services will now be performed by OES within the Immediate Office of the Secretary, the delegations of authority by the ASA to the Director of OES at 7 CFR § 2.97(a)(1) and (2) will be removed from the published delegations of authority.

- b. This Memorandum also transfers the Departmental Directives and Forms Management programs previously administered by the Director of OES, through the ASA, to the Director of the Office of Budget and Program Analysis (OBPA). Accordingly, the delegations of authority of the ASA at 7 CFR § 2.24(a)(2)(xi)(K) and of the Director, OES, at 7 CFR § 2.97(a)(3) related to the administration of the Departmental Directives and Forms Management programs are revoked and redelegated to the Director, OBPA at 7 CFR § 2.30.
- c. This Memorandum also transfers the Departmental Records Management program previously administered by the Director of OES, through the ASA, to the General Counsel. Accordingly, the delegations of authority of the ASA at 7 CFR § 2.24(a)(2)(xi)(K) and of the Director, OES at 7 CFR § 2.97(a)(3) related to the administration of the Departmental Records Management program are revoked and redelegated to the General Counsel at 7 CFR § 2.31.

4. INCIDENTAL TRANSFERS

The ASA, the Chief Financial Officer, and the Director, OBPA, are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

5. EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum will remain in full force and effect.

6. EFFECTIVE DATE AND TERMINATION

This Memorandum will take effect on August 16, 2020, and will remain in effect for 1 year from the effective date, or until such earlier time as the Department's published delegations of authority have been revised to incorporate the provisions of this Memorandum.

/s/ SONNY PERDUE
SECRETARY OF AGRICULTURE